

**CLASS TITLE: PERSONNEL SUPPORT SERVICES  
ASSISTANT**

**Class Code: 02733000**

**Pay Grade: 15A**

**E.O.Code : F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Office of Personnel Administration, to perform varied responsible duties associated with the verification and processing of personnel action forms and to assure their accuracy, completeness and conformance to pertinent law, rules, regulations and policy; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of superior in accordance with established policies, procedures and methods; work is generally in final form and reviewed upon completion for conformance with such policies, procedures and methods.

**SUPERVISION EXERCISED:** May supervise clerical subordinates assigned to assist in routine clerical work.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Office of Personnel Administration, to perform varies responsible duties associated with the verification and processing of personnel action forms and to assure their accuracy, completeness and conformance to pertinent law, rules, regulations and policy.

To be responsible for reviewing and verifying salary computations concerning longevity increases, incentive awards, shift differentials, reallocation, increments for advanced degrees as well as other aspects affecting such actions including but not limited to base entry date, position number, status, title and various other types of personnel information.

To review and verify personnel action forms concerning appointments and requests to fill positions ensuring proper accuracy of data as well as funding restrictions and conformance to established policies and procedures.

To provide guidance and assistance to other state departments and agencies in the reparation and processing of personnel action forms and the necessary procedures in accomplishing such action requests.

As required, to perform typing tasks of a various nature associated with the office processing of personnel action.

To perform routine repetitive tasks related to the operation of an on-line data entry terminal for the purpose of verifying and processing personnel action forms.

To maintain accurate records and files.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of those provisions of the Personnel Rules and the Merit System Law affecting the processing of various personnel action forms; the ability to interpret and apply such provisions in the verification of such action forms; the ability to review and make moderately complex decisions regarding the processing and approval of such personnel action forms assuring their completeness and conformance with established rules, law and regulations; the ability to provide guidance and assistance to other state departments and agencies relative to the procedures and processing of personnel action forms; the ability to operate an on-line data entry terminal; the ability to type with accuracy and the ability to apply said skill in the preparation of personnel action forms and other general material; the ability to maintain accurate records and files; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a position in a personnel office involving the exercise of independent in a personnel office involving the exercise of independent judgement in the performance of varied personnel related duties of a difficult nature.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: August 25, 1991

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